



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN# 31-05

MEMORANDUM

To: School Health & Nutrition Program Sponsors

From: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Services
Holly Mueller, Program Director
Arizona Department of Education, School Health & Nutrition Programs

Date: January 14, 2005

RE: Reauthorization 2004 – Requirements for Direct Certification and Direct Verification

Direct Certification

USDA is now requiring all State Agencies (SAs) and Local Educational Agencies (LEAs) to work with social service agencies to determine which students are eligible for free and reduced price meals, a process called “direct certification.”

- All states must have a direct certification system in place by 2008.
- Fortunately, Arizona is one of five states that have already implemented a statewide automated direct certification system.
- For detailed Direct Certification policies and procedures, download the CNP Direct Certification Manual at the ADE website: www.ade.az.gov/health-safety/cnp/nslp/GuidanceManual/

Direct Verification

USDA also encourages SAs and LEAs to use records from social service providers during the verification process, a practice called “direct verification.”

- Direct Verification is the process under which LEAs verifying household applications approved for free or reduced price school meals use data maintained by the Food Stamp Program to verify the household’s eligibility without contacting the household.
- The Arizona Department of Education is currently developing policy and guidance for LEAs to utilize direct verification. Additional information will be provided for school year 2005-2006.

If you have questions or concerns regarding this memo, please contact your assigned School Health & Nutrition Program Specialist.

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